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# GSO CAREER SERVICE ACTIVITIES

16 September - 15 October 1953

1. Promotions processed within General Services Office 17
2. Employees released for transfer to other types of work in other CIA Offices 4
3. Employees requesting Agency approval to engage in non-CIA school courses secured on their own initiative, their own time, and at their own expense. 6
4. Employees who entered training courses at CIA expense or on CIA time. (See attached list) 25X1A6A

5. Tours of our Printing and Reproduction Division [redacted] [redacted], were conducted during this period for a total of seven (7) Agency employees representing a total of three (3) different Offices.

6. One employee, [redacted] of the Machine Records Branch, was nominated and accepted for rotation to the Office of Communications to perform machine records work [redacted]. This employee reported to that Office on 28 September 1953, but will continue to have a GS Career Designation; and it is planned that she will return to the General Services Office for further rotation upon completion of her overseas assignment.

7. The file of one CIA employee who was recommended for a GS Career Designation was reviewed. However, inasmuch as his past experience and present assignment were in real estate, the file was returned recommending referral to the Logistics Office for consideration. [redacted]

8. A request was forwarded to the Director of Training on 5 October [redacted]

His course will include subjects related to work performed by the Space, Maintenance and Facilities Division, in which he is presently assigned. Some of these are architectural drafting, lettering, and symbols, details of building construction, blueprint reading, and similar subjects.

9. A special training program will be undertaken ~~only~~ in October with respect to procedures and operations involved in maintaining the CIA Vital Materials Program. This training is to be conducted in cooperation with the Emergency Planning Officer, Security Office, [redacted] and will be the first of the special training programs for Area Records Officers to be conducted in connection with the furtherance and improvement of records management generally. Other applications will follow, the dates to be established over a period of the next several months.

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**GSO CAREER SERVICE ACTIVITIES**

16 September - 15 October 1953 (Continued)

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10. A reply was received from the OCD Career Service Board dated 23 September 1953 in reply to our request of 14 August 1953 submitting the names of three GSO employees who requested the assignment of CD Career Designations. The OCD Board recommended that career planning not be made the responsibility of OCD until the individuals may at a later date be permanently transferred or assigned to OCD, since none of them possess dissemination or reference type qualifications at present.

11. One of the GSO employees referred to in 10 above was released for transfer to OCD on 12 October 1953, and as a result his career designation is being changed from GS to CD.

  
Chairman,  
GSO Career Service Board

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Approved For Release 2002/08/23 : CIA-RDP78-00699A000100060007-5

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GSO PERSONNEL WHO ENTERED VARIOUS TRAINING COURSES  
ON CIA TIME OR AT CIA EXPENSE

(16 September - 15 October 1953) (Continued)

<u>Name</u>	<u>Present Title</u>	<u>Present Grade</u>	<u>School</u>	<u>Course</u>	<u>Dates Attended</u>
<div></div>	Clerk	GS-3	CIA Office of Training	Typing II	10/12/53 - 10/30/53
	Mail & File Clerk	GS-4	" " " "	Typing I	10/12/53 - 10/30/53

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